

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 13-39

March 27, 2013

TO: All Regional Directors, Officers-in Charge,  
and Resident Officers

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Notice for Receipt of Charges and Petitions

Section 10058.1(c) of the Unfair Labor Practice Casehandling Manual provides that an attorney or other representative may submit to a Regional Director a request for receipt of charges and petitions filed in the Regional Office for all matters involving a particular client. Additionally, an attorney or other representatives may submit a request for a national notice to the Division of Operations-Management. In those circumstances, the national notice will be forwarded to all field offices. In the interest of administrative efficiency, all requests for receipt of charges and petitions will be honored for the fiscal year, which begins October 1, in which a request is made.

The manual section has been revised to reflect this change. Similarly, Form NLRB-4702, Annual Notice for Receipt of Charges and Petitions, has been modified accordingly. A copy of the revised manual section and a copy of the revised Form NLRB-4702 are attached to this memorandum.

Any questions regarding this memorandum may be discussed with me or your Assistant General Counsel or Deputy.

/s/  
A.P.

Attachments

cc: NLRBU

MEMORANDUM OM 13-39

### **Revision to ULP Manual Section 10058.1(c)**

(c) *Notice for Receipt of Documents:* An attorney or other representative may submit to a Regional Director an Annual Notice for Receipt of Charges and Petitions (Form NLRB-4702), or its equivalent, for all matters involving a particular client coming before the Regional Office. Additionally, an attorney or other representative may submit a request for a national notice to the Division of Operations Management. All such request for notices under this provision will be honored for the fiscal year in which the request is made. See OM 13-39.